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OFFICE OF PERSONNEL - MONTHLY REPORT

November 1964

I HIGHLIGHTS

Fund Drive Hits 136% of Quota Final results from the Combined Federal Campaign show total pledges of \$188,803, representing 136.2% of the Agency's goal. In addition, a total of \$14,804 was contributed to PSAS and \$11,200 to the Educational Aid Fund.

25X9A2 Agency Personnel Strength Continues to Recede The decline in Agency personnel strength that began last July when new FY '65 ceiling objectives were set continued during November at a moderate pace. At month's end, overall Agency strength stood at [REDACTED] -- the lowest since June 1963, and 150 below presently allocated ceilings. Net losses during November were small -- 19 civilians and 18 military for an Agency total of 37. However, DDP produced a significant change by losing 46 and thus dropping to within 15 of its 30 June personnel objective.

25X1A6a

II OTHER ACTIVITIES

1. RECRUITING

[REDACTED]

JOT Class Set for January 70-75 students are in prospect for the JOT class that will begin training in January. Close to 1/3 of this number will be "internal" candidates, 2-5 will be military, and at least 8 will be female. About 50 members of the class can expect assignment to DDP and perhaps 10 to DDS.

25X1A5a University Associate Handles Recruiting Chore Our Associate at [REDACTED], 25X1A5a1 [REDACTED], has accepted (with our approval) an invitation from one of his former students to discuss CIA employment opportunities with a group at nearby [REDACTED] University. This is an interesting new role for an Associate, and we are quite pleased with [REDACTED]'s ready willingness to undertake it. 25X1A5a1

25X1A5a1 Clerical Recruiting to Cut Use of Provisional Clearances For some years CIA has recognized the practical necessity to provide many of its clerical applicants with gainful employment during their lengthy security investigation. The clerical "pool" maintained for this purpose enables the Agency to compete effectively for many well qualified candidates who would otherwise be unavailable. Operation of the pool can be expensive, however, so there is constant concern that

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"provisional" clearances are used only when they produce a net gain in overall recruitment efforts. With this in mind, the Recruitment Division has made a careful study during the past year to determine what changes can be made in its practices to minimize "provisional" clearances.

Results of the study indicate that, except in rare situations, secretaries can be obtained in adequate numbers without offers of interim employment, but most typists and clerks can be expected to continue seeking such employment unless they already have other jobs or will remain in school while awaiting full clearances. Acting on this information, the Recruitment Division is instructing field offices that secretarial applicants are not eligible for "provisionals," and every effort is to be made to hold down "provisionals" for typists and clerks by (1) soliciting student applications sufficiently in advance of their graduation to allow time for investigation, and (2) giving greater attention to sources where applicants do not require "provisional" employment.

## 2. POSITION AND SALARY ADMINISTRATION

Identification of Support Positions Acting on the DDCI's decision 16 November that all Agency "positions substantially involved with the performance of Support-type functions will be filled from the Support Career Services," the Salary & Wage Division is assisting Component and Career Service Heads in a survey of Agency staffing complements to identify positions affected by the new policy. 15 January is the target date for completing the initial survey.

## 3. MANPOWER PLANNING AND CONTROL

DDP Surveys Availability of Clericals for Overseas Duty A recent survey among GS-6 and 7 secretaries and clerks in DDP revealed that only 1 in 4 is currently interested in and available for overseas duty. Most of those not available cited family responsibilities as their reason.

## 4. BENEFITS AND SERVICES

Christmas Program Approved The Christmas Program Committee has completed its planning for the forthcoming holiday season. Now trees and other decorations are going up throughout Agency buildings, highlighted by an attractive display in the inner courtyard at Headquarters. Preparations are also under way for special religious services 23 December and for Christmas concerts by the Agency Chorale on 15 and 18 December.

Annual Meeting of GEHA The annual GEHA meeting is set for 27 January at 10 a.m. in the Headquarters Auditorium. An Agency Notice announcing the meeting and listing officers to be elected to the Board of Directors will have a ballot attached so that members who cannot attend can nevertheless participate in the election.

Headquarters Barbershop 4 January continues to be the target date on which GSI and the concessionaire hope to be open for business in the new Headquarters barbershop.

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Physical Fitness Room The number of employees taking advantage of the new physical fitness room at Headquarters is still on the rise. During the week of 30 November, for example, 173 employees used the room, an increase of 47 over the previous week.

Employee Association Pushing Candy Sales In late November the Employee Activity Association received a sizeable order of Russell Stover candy and Claxton fruitcakes for sale during the holiday season. By 4 December, with efforts just beginning to pick up momentum, 1,158 lbs. of candy and 149 lbs. of fruitcakes had been sold.

##### 5. AWARDS

19 NPIC Employees Honored in Special Ceremony On 24 November a special awards ceremony was held in the NPIC building to honor 19 members of that Office for outstanding service -- many of them for conspicuous performance during the Cuban crisis. Families and friends were on hand to watch as the Executive Director awarded 3 Intelligence Medals of Merit, 12 Certificates of Merit with Distinction, and 4 Certificates of Merit with \$100.